

45-B District Court

13600 Oak Park Boulevard

Oak Park, Michigan 48237

JOB ANNOUNCEMENT

SENIOR CLERK CIVIL DIVISION

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Included but not limited to;

1. Scheduling
2. Process pleadings pertaining to prejudgment proceedings
3. Process forms pertaining to postjudgment collection
4. Working knowledge of all current SCAO civil forms
5. Ability to apply court rules/statutes pertaining to civil proceedings

EDUCATION AND EXPERIENCE REQUIREMENTS:

High school diploma

Prior court or civil division experience is preferred

SALARY RANGE

\$31,734 - \$40,196

APPLICATION PROCESS

Resumes will be accepted through Friday, December 12, 2003.

Please forward resumes to:

Renee Boggemes
Court Administrator
45B District Court
13600 Oak Park Blvd
Oak Park, MI 48237
E-Mail: Boggemes@45bdc.org

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